

Protection of Minors at Vanderbilt University



Instructions and steps for individuals to meet University compliance requirements for training and policy agreement when working with minors. Includes training through United Educators (external link) and Signed Policy Attestation.

Office of Risk and Insurance Management
Questions? protectionofminors@vanderbilt.edu

Letter from Chancellor Zeppos on work surrounding the protection of minors:

“Vanderbilt’s mission centers on the principle of community. We believe that each member of our university community plays a valuable role in defining who we are and what we do. Children are very special members of our community, whether they are here to receive medical care in a clinic or hospital, early childhood education in one of our child care centers, recreational care through Camp Vandy, or academic instruction through one of the many programs that Vanderbilt offers. They deserve and require our dedicated oversight and protection. This is why we have devoted substantial efforts to ensuring the protection of minors on our campus.”

Posted on Wednesday, Oct. 16, 2013 — 2:15 PM

<http://news.vanderbilt.edu/2013/10/protection-of-minors>

Protecting Children from Sexual Misconduct: How Teachers/Educators Can Protect Our Children - Higher Ed Version (SM-101-H)

It is recommended you briefly read all the way through this document of instructions for UE prior to starting the module.

- Content training is designed and presented by United Educators.
- Includes indicators of abuse, awareness, issues in educational boundary crossing, predatory behavior, and codes of conduct.
- Training will take ONE hour to complete and “clicking through” without listening to complete narration is disabled.
- If you complete the UE training module, the Policy Attestation Agreement will also require completion – for your convenience, a link to the full policy and the attestation agreement is contained in this overview. Contact your Coordinator or Manager for assistance if needed.

New Account Instructions

Go to or click this link: www.edurisklearning.org

1. Click "Register Now"
2. Create your account – Note Department and Position Title – select the applicable or "other" if there is not a best fit. VU Students can select "Student" for department and type "Student" or "volunteer" for position title.
3. Enter VU Institutional Registration Code 1784-UN37-XY12
4. For ID purposes, your employee ID can be entered if applicable (this is not a social security number), or VUNET ID should be used in the "other" field. Complete the registration form and you will get an email for access.
5. Once you have a username/password established, log in.

Views of UE's training site

Welcome to The EduRisk Learning Portal

For your protection, your session expires after a period of time and you are required to log in again. You can avoid this in the future by selecting "Keep me logged in" to store your login name and password on this computer.

Login to EduRisk

Please login using your EduRisk Learning Portal credentials. Note that login credentials for www.ue.org are not applicable. First-time visitors, please use the registration process at the right to get started.

User Name

Password

Login

Keep me logged in

[Forgot your login name?](#)

[Forgot your password?](#)

New Users, Ready to Get Started?

If this is your first visit to the EduRisk Learning Portal, please create an account by clicking the "Register Now" button below. Note that you will need the ***Institution Code*** provided by your school, college, or university to register.

How to register for our site:

- Check our [System Requirements](#) to ensure that your browser is compatible with our system.
- Once you have finished registering you will receive a temporary password by email, which you will be prompted to change upon initial login.

Register Now

Need Help?

Please call: 301-830-4587 or [Chat](#) or [Email](#)

New User

Views of UE's training site

New User
Edition

After registering and logging in, this should be your view:



WORKPLACE TRAINING

Learning Portal

Your Campus Solution for Workplace Learning

Welcome to your home for learning programs that reflect real experiences at colleges and universities. Explore our programs below.

Contracting and Risk Allocation

Promote good contracting practices.
Use indemnification and insurance.

[Preview](#) |

[Launch Learning Program](#)

Protecting Children from Sexual Misconduct

Prevent sexual abuse and inappropriate behavior by educators and other adults.

[Preview](#) |

[Launch Learning Program](#)

Teaching Science Safely

Protect students, laboratory assistants and instructors from harm in science labs and classrooms.

[Preview](#) |

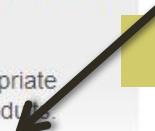
[Launch Learning Program](#)

Crisis Response Planning

Short-Term International Programs

Workplace Harassment Prevention

Select



Views of UE's training site

New User Edition

Take a Course

Showing 1 to 2 of 2

- ▶ ⓘ **Course** SM-201 A Manager's Guide to Prevention and Response
- ▼ ⓘ **Course** SM-101-H How Teachers and Other Educators Can Protect Our Children - Higher Ed Version
 - ⓘ **Module** ⓘ SM-101-H Introduction
 - ⓘ **Module** ⓘ SM-101-H Awareness
 - ⓘ **Module** ⓘ SM-101-H Boundaries
 - ⓘ **Module** ⓘ SM-101-H Codes of Conduct
 - ⓘ **Module** ⓘ SM-101-H Reporting
 - ✔ **Module** ⓘ SM-101-H Summary and Assessment

Six Modules to Complete

Module Instructions

1. Select Course Protecting Our Children From Sexual Misconduct (SM-101H: How Teachers and Other Educators Can Protect Our Children – Higher Ed Version).
2. Begin the training, listen, read, and click through ALL learning modules. Allow ONE HOUR for course completion. This course will not allow you to rapidly "click through" modules.
3. **Printing Your Certificate:** After the final assessment and completion, participants can access a completion certificate by selecting "Transcript" in the menu tabs, then clicking on the name of the course. This will pop up a window with your completion data and the option to "print certificate." **Print the completion certificate and return it to the program supervisor.** Risk Management can also verify UE training completion.
4. If you have comments or feedback you'd like to share about the training, please send them to protectionofminors@vanderbilt.edu.

Troubleshooting

- **Note: Internet Explorer 11 is not supported by this system.**
- System Requirements for Training: The hardware requirements for learners accessing this course are as follows-
 - 1024 x 768 resolution (or higher)
 - 256K Internet connection (or higher)
 - Sound card and speakers
- In addition, you will need:
 - To disable pop-up blocker
 - The latest version of Adobe Flash Player
(http://www.adobe.com/go/EN_US-H-GET-FLASH)
 - Adobe Reader for the PDF resources
(http://www.adobe.com/go/EN_US-H-GET-READER)

If you Log in and your screen looks different that what is pictured in this presentation, contact the EduRisk Help desk or protectionofminors@vanderbilt.edu or 615-936-0660.

Child Abuse Reporting

- Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children's Service.
- In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure.
- If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor on campus or participating in a Vanderbilt University program, please consult the program director, event host, or Risk Management (615-936-0660), or report via the Vanderbilt hotline at 866-783-2287. **The Tennessee Child Abuse reporting hotline number is 877-237-0004.**

VU Code of Conduct for Interacting with Minors

- You are required by Tennessee law and Vanderbilt University policy to report actual or suspected abuse or other improper conduct involving a Minor. You also are also required to comply with the following code of conduct when interacting with Minors.
- Do not spend time alone, either on or off campus, with a Minor away from others. If one-on-one interaction is required, meet in open, well lit rooms or spaces with windows observable by other adults from the Program.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Minors.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, hitting, punching, poking, or restraining, except as required to protect a Minor or others from harm. All incidents involving such conduct, whether or not required to protect a Minor or others from harm, must be documented and disclosed promptly to the Program Director and the Minor's parent/guardian.
- Be aware of the impact of your words and language on Minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require parental authorization and must include more than one adult from the Program.
- Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the university.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.
- Do not tell children "this is just between the two of us" or use similar language that encourages Minors to keep secrets from their parent/guardians.

Protection of Minors

“Take-aways” to remember when working with minors – Protect, Observe, Manage, Report:

- Rule of three (at minimum); two deep leadership
- If you see something, say something – Risk Management 615.936.0600 or VU Hotline 1-866-783-2287
- TN is a mandatory child abuse reporting state: 877-237-0004
- Know and understand how to keep healthy boundaries, minimize opportunity for abuse
- Group communication always – no one-to-one

Vanderbilt Minimum Allowable Ratios for Programs with Minor Participants (ACA Recommendations)

Age	Day Event/Camp Ratio	Overnight Ratio
5 years and younger	1 Adult : 6 Minors	1:5
6-8 years	1:8	1:6
9-14 years	1:10	1:8
15-18 years	1:12	1:10

Policy Attestation Required

- After you complete the UE training, there is **one more step** to meet training compliance.
- Read the [Protection of Minors Policy HERE](#).
- **Print the next slide as a full page, sign, and return to your program coordinator or VU representative.** Or [Click here](#) for another version as a .pdf.
- Vanderbilt and third party programs that interact with minors must have personnel complete training and policy attestation annually. Criminal Background clearance that is acceptable to the University must also be completed.

[READ THE POLICY>PRINT THIS PAGE>SIGN AND RETURN TO PROGRAM COORDINATOR](#)

Vanderbilt’s intention in the Protection of Minors policy is to create an institutional awareness which improves the safety for minors in Vanderbilt programs and operations; any reporting will be viewed as a good faith effort to adhere to the reporting requirements.

Protection of Minors Policy Understanding and Agreement

I certify that I have read and understand Vanderbilt’s policy on the *Protection of Minors*, including the standards defined in the Code of Conduct for interacting with minors. I have had an opportunity to raise any questions I have about this policy and I have done so if necessary.

By my signature, I understand and agree to the following:

- I will abide by all provisions included in the Protection of Minors policy.
- I am a mandated reporter of child abuse, pursuant to Tennessee law, and I will follow immediate reporting procedures if I witness, suspect, or hear about child abuse incidents (including but not limited to suspicions of child sexual abuse).
- I will abide by the Code of Conduct included in this policy and will report any behavior which is not permitted or could be construed as a conduct code violation.

Signature	
Printed Name AND VUNET ID	
Date	
Program in which you are participating	

Compliances Overview

- To be in compliance with the Protection of Minors Policy, personnel, including faculty, staff, students and volunteers must:
 - Have a background clearance on file (minimal requirement is every four years – programs may require more frequently)
 - Annual Protection of Minors Training
 - Annual Policy Agreement

Questions about compliance can be reviewed with your program coordinator or manager.

Thank you for your collaboration to increase awareness of risks to child safety and for working and interacting with the wonderful children and adolescents that participate and are cared for in Vanderbilt University programs and operations.

Please contact your coordinator, visit the [Protection of Minors Webpage](#) or email protectionofminors@vanderbilt.edu if you have further questions.

